**Directions for posting on your Region’s Wiki**

**Go to http://www.wikispaces.com/**find your region’s Wiki  
Go to **the home page.**Scroll down until you see **Session 1 assignments.**

Click on the **document.**

Go to **save as.**

In the **file name box**, type your name, your school (ex. Bill Smith, ABC Elementary) or your name, central office ( Bill Smith, central office).

**Save** the **document** to your personal desktop or documents

After completing your assignment, highlighting answers or typing in answers where applicable, **save** and **close out** as you would normally in Word.

Go to your region’s wikihome page.

You should see your LEA, listed on either the left or right side.

Click on the LEA.

You should now be on your LEA page.

Click **edit** in the upper right hand corner.

Move the cursor down below the assignment line by clicking enter on the keyboard.

Click the **file** button on the toolbar.

You should see a box labeled **Images and Files.**

Click **upload files.**

Find your document in your personal files and double click on it.

You should now see your document in the **Images and Files** box.

Click on the document (if an alignment box appears…click close and continue to next step).

Find your document on the page.

Click **save** in the upper right on the toolbar.